BizStorage FileTransfer Entry Type (Hong Kong Server Model)

Web Browser Type
Users Manual

2013.06.01

1. Login
2. Sending Container
3. Receiving Container
4. Confirmation of Received Status by sender
5. Application Consideration
6. Environmental Conditions

[For users]
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・We don not permit the use of this manual or client software for purposes other than those originally intended.

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1. Login

1. Access the URL

Open your browser window, and then access the site below.

https://hk-web.vpack.biz/APS

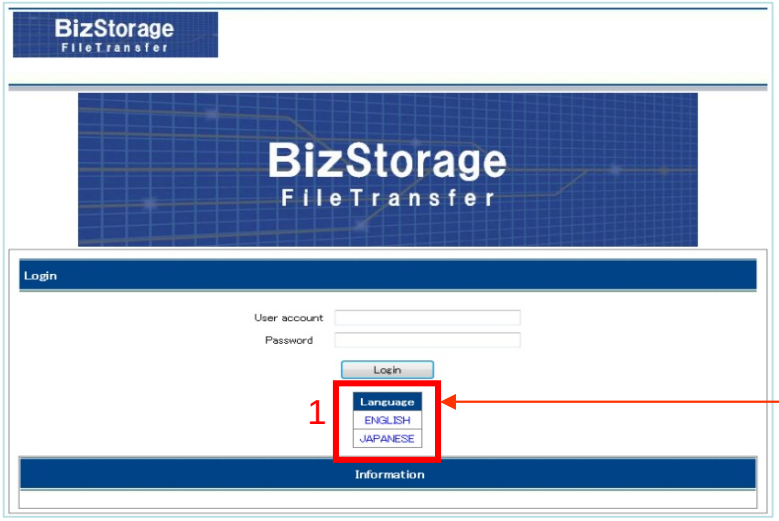
Attention
- URL is case-sensitive.

Attention

*As used herein, the following term “BST-FT” shall have the following meanings ”BizStorage FileTransfer” for this document.

1. When you connect to the internet through proxy server, proxy server may not allow to connect to a web site that is running SSL (HTTPS : Port 443). If you fail to connect to the web site above due the proxy configuration, please consult your company’s network administrator.
2. Please inquire network administrator if the site above is allowed to connect in your company’s network configuration.
3. If you fail to login, please refer to “6. Environmental Conditions”.

2. Login



1. Click **English**.

(Screen after clicking **English**)

2. Enter your user account and password. And then click **Login**.
* Please ask your system administrator or related parties about your user address and password

3. If there is some notice (Ex. Maintenance), the information is to be posted here.

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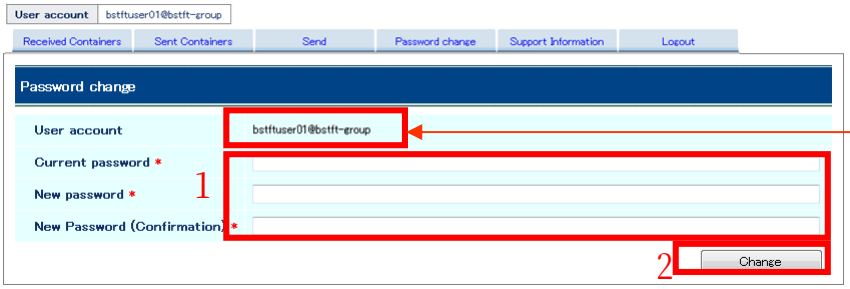
3. Change password



Please change your initial password when you access BizStorage FileTransfer for the first time for the security reason.

1. Type your current password in **Current password** box. And type your new password in **New password** box (Twice).
2. Click **Change**.

Attention

English one byte letters are only available. The total length of password has to be no less than 8 letters. And the combination of alphabet and numeral is required. Passwords are case-sensitive.

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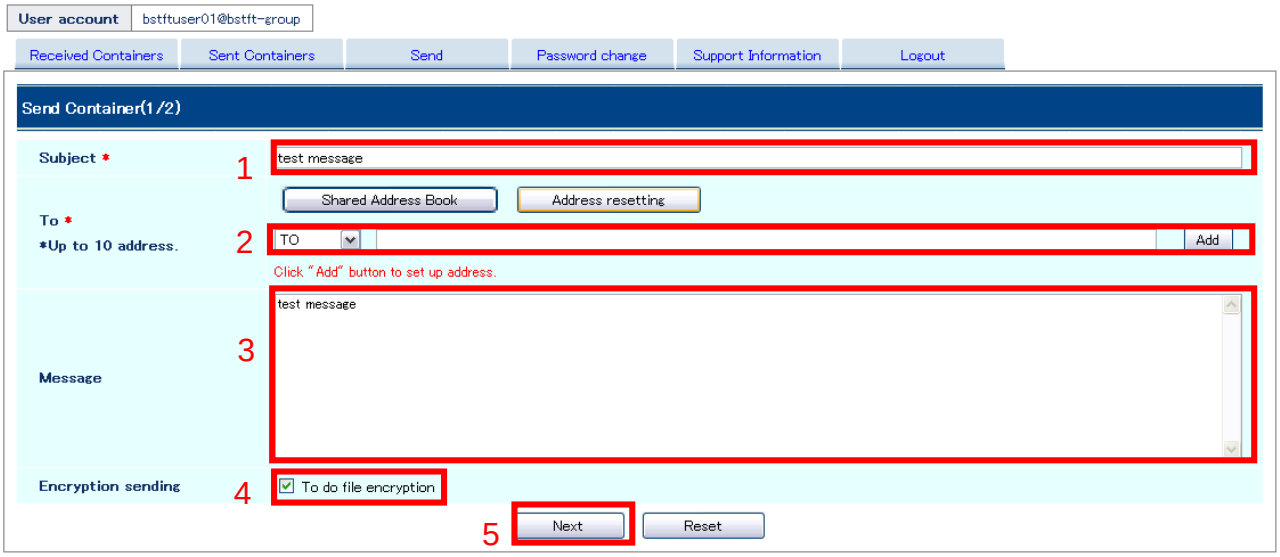
2. Sending Container

1. Compose new container to send

Click the **Send** tab.

Click the **Send** tab.

2. Send Container (1/2)



1. Enter subject.
2. Enter recipients address, and click **Add** to set it.
   (For multiple addresses, repeat this process)

   Attention Please be sure to click Add, after entering recipients address.
   If not, error will occur when you click Next.

3. Type message.
4. If it is turned on, the container you sent will be encrypted when it is stored on server.

   Attention Please uncheck the checkbox when public key of receiver's is not registered on server, such as in the case of using unencrypted version.

5. Click **Next**.

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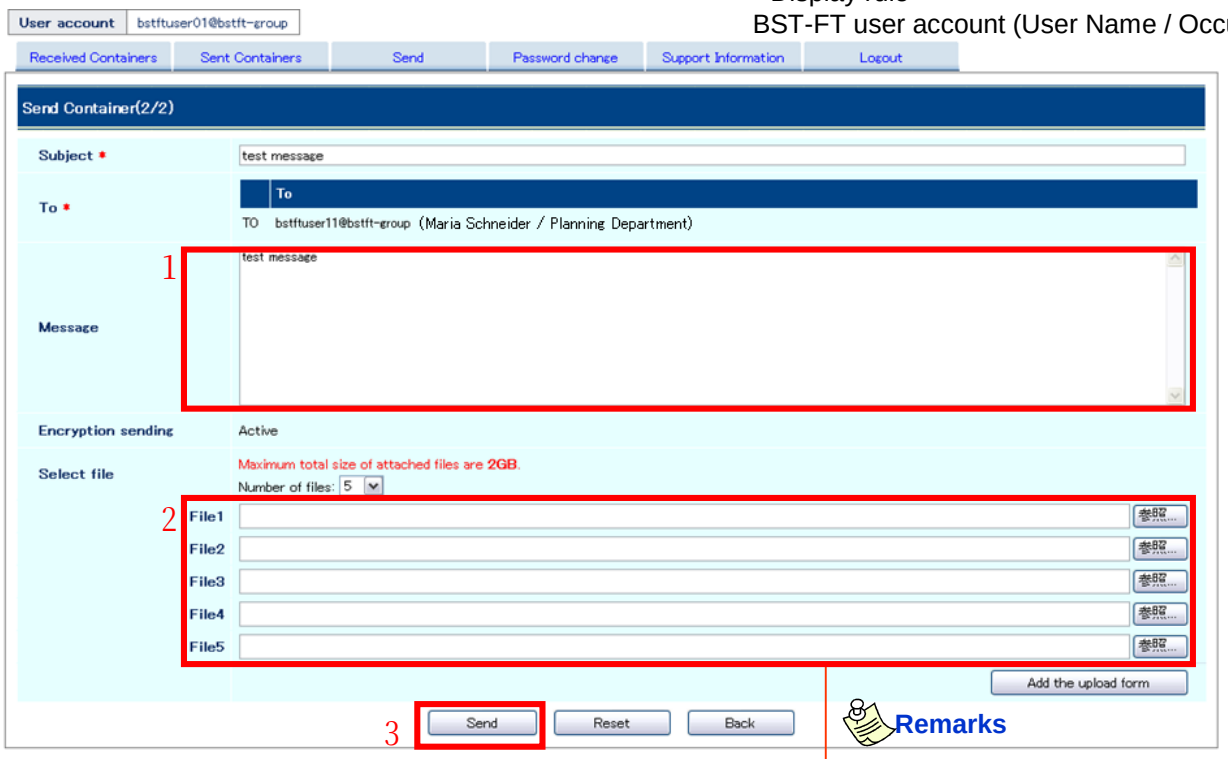
3. Send Container (2/2)

Remarks

If system administrator registered “User Name” and “Occupation” on the way to create user account, those will be automatically displayed at the end of user account of BST-FT.
Other screens, also.

* Display rule
BST-FT user account (User Name / Occupation)



1. Message you typed in previous screen is transcribed.
2. Click **Browse**, and then select the file to attach.
3. Click **Send**.

Remarks

・The total number of files you can attach at once is up to 20. If you want to select files more than 6, select the number of attach files in **Number of files**. Then the field to select files will be added.
・The total number of file size you can send at once is up to 2GB.

Attention

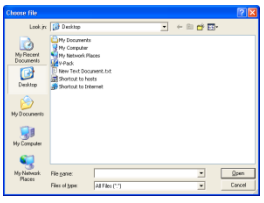
Folder is not selectable

Attention

If you click **Back**, and go back to the previous screen, the setting of attached file will be reset.

(Screenshot after clicking Browse)

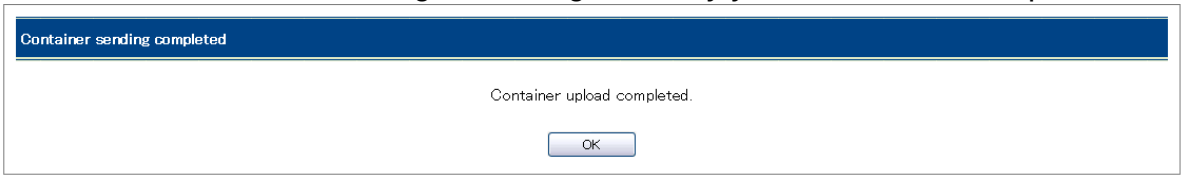
Select the file to attach.



4. Check the message

When you get an message that saying **“Container upload completed”**, sending container is successfully completed.

*You can confirm the sending / receiving status by yourself. For details, please refer to P9.



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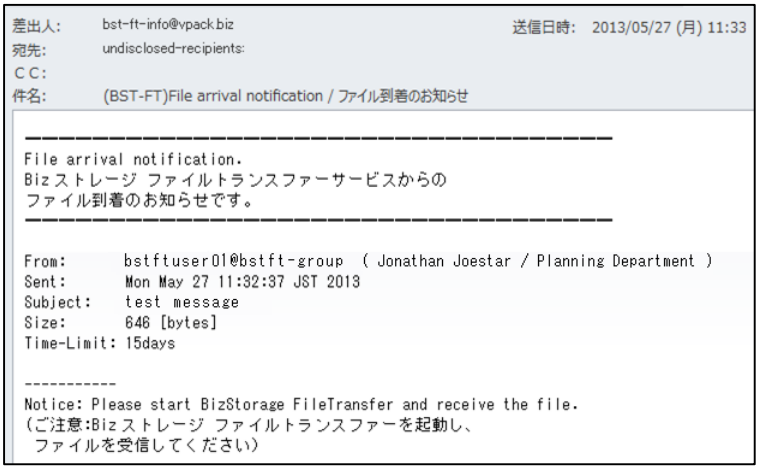
3. Receiving Container

1. Receive E-mail notice for container arrivals

The e-mail below will be sent to your registered e-mail address, when upcoming container arrives at server.



差出人: bst-ft-info@vpack.biz　　送信日時: 2013/05/27 (月) 11:33
宛先: undisclosed-recipients:
ＣＣ:
件名: (BST-FT)File arrival notification / ファイル到着のお知らせ

File arrival notification.
Bizストレージ ファイルトランスファーサービスからの
ファイル到着のお知らせです。

From: bstftuser01@bstft-group （Jonathan Joestar / Planning Department）
Sent: Mon May 27 11:32:37 JST 2013
Subject: test message
Size: 646 [bytes]
Time-Limit: 15days

Notice: Please start BizStorage FileTransfer and receive the file.
(ご注意:Bizストレージ ファイルトランスファーを起動し、
ファイルを受信してください)

From：BST-FT user account of sender
(User Name / Occupation)
Sent ：Sent date and time
Subject：Title
Size：Container size
Time-Limit：Time limit for download

Attention

・For receiving the e-mail notice above, this function has to turned on and preferred e-mail address has to be registered by system administrator in advance.
・Regarding registered e-mail address, ask system administrator in your company.

Remarks

If system administrator registered “User Name” and “Occupation” on the way to create user account, those will be automatically displayed at the end of user account of BST-FT.

* Display rule
BST-FT user account (User Name / Occupation)

2. Confirm Received Container

Access BST-FT (For details, please refer to P1), and then click the **Received Containers** tab.

Click the **Received Containers** tab.

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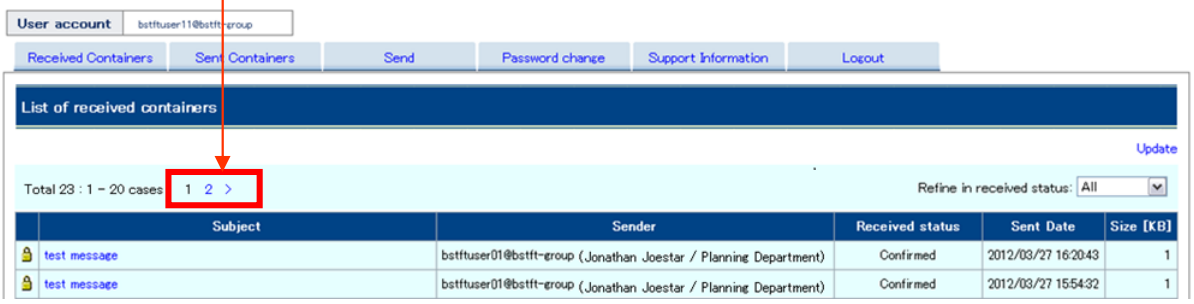
3. Select the received container to refer

Click the subject of received container to be referred.
* When the received container you want to refer to is not listed, click **Update** to connect to server. If there is any new coming container on server, it will be displayed after clicking this button.

Remarks

The number of containers which can be displayed on the screen at once is up to 20. Please click the number of page to see further.
(This policy applies to the **List of sent containers** as well)



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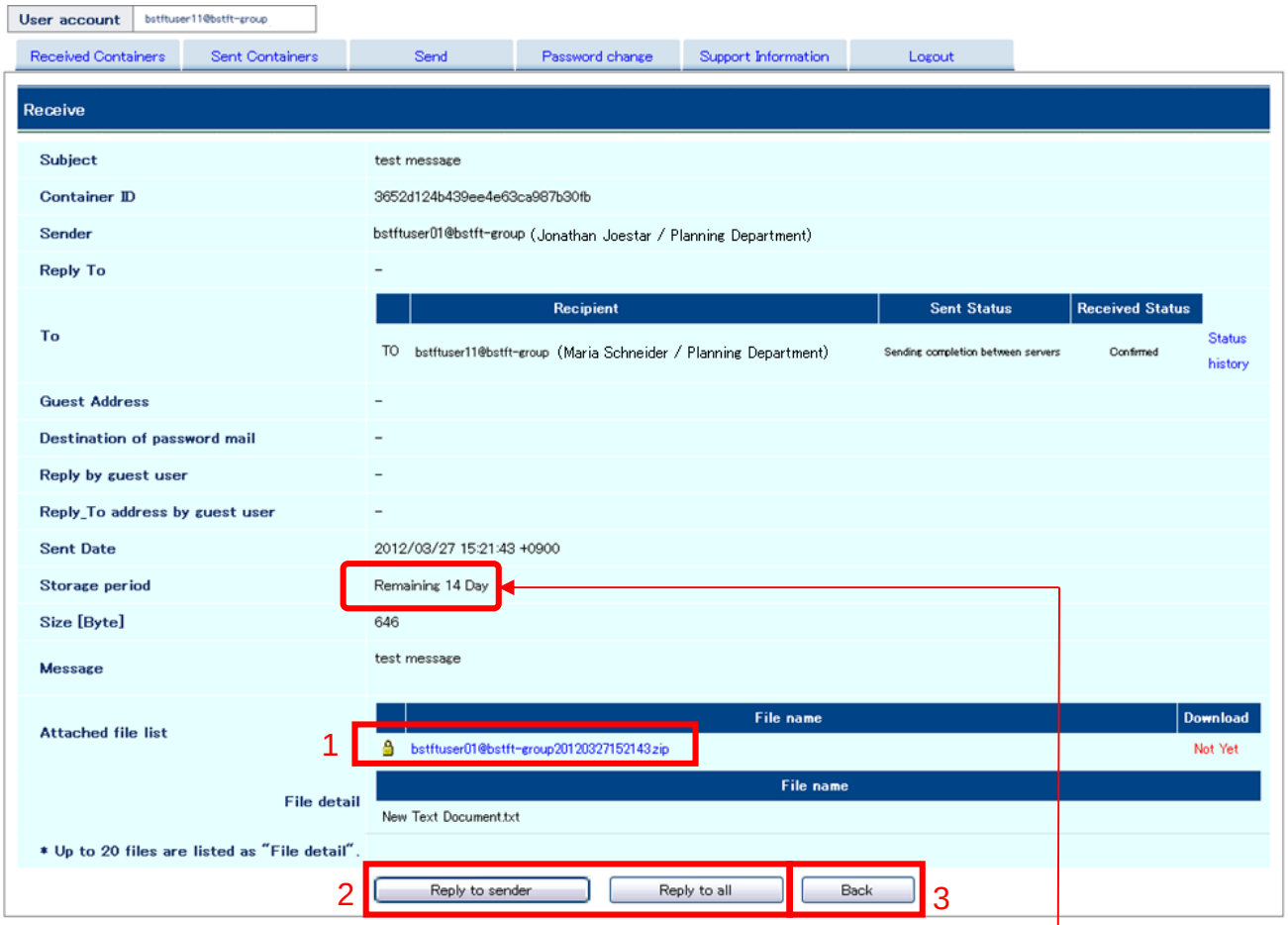
4. Refer to the received container in detail



Remarks The number of times you can download files within storage period is unlimited.

Atention

For decompressing the downloaded files, software for decompressing zipped files is required.

Attention

Once storage term (15days) is over, you cannot download files. Be sure to receive by then.

1. Click the file name, then new window for download file will pop up. Select the destination for downloaded.
* All attached files are compressed in one zip file. Please decompress the zipped file after you download.
* Once you download the file, the status in **Download** will be changed from **Not yet** to **Done**.
2. For replying, click **Reply to sender** or **Reply to all**.
3. Click **Back** to go back to the list of received containers.

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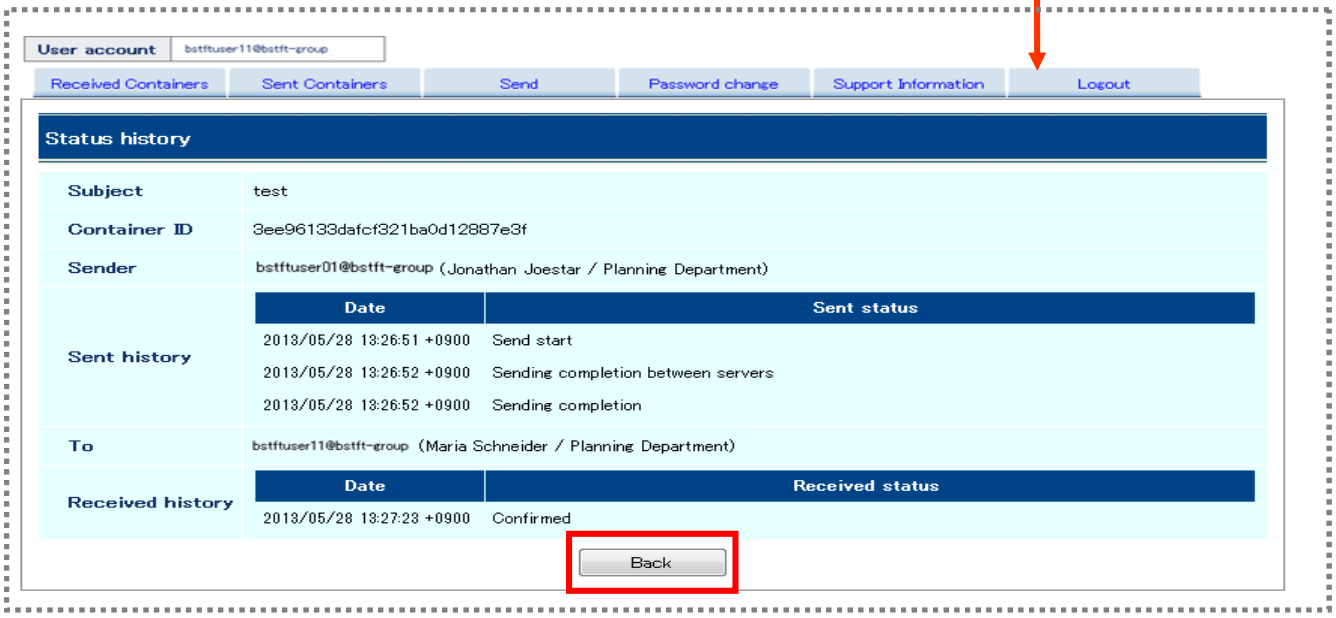
5. Refer to the received (sent) records in detail

If you click **Status history**, you can refer to the received / sent records in detail

(Screenshot after clicking **Status history**)



Remarks You can also refer to the sent / received records when you click **Status history** in sent container.

Click **Back** to go back to the list of received containers.

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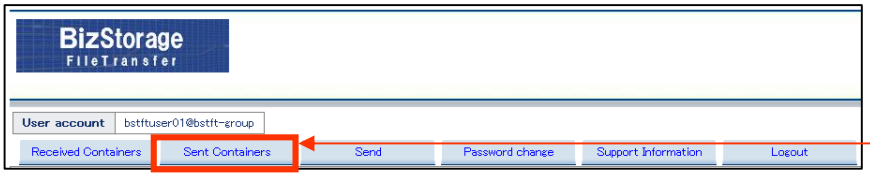
4. Confirmation of Received Status by sender

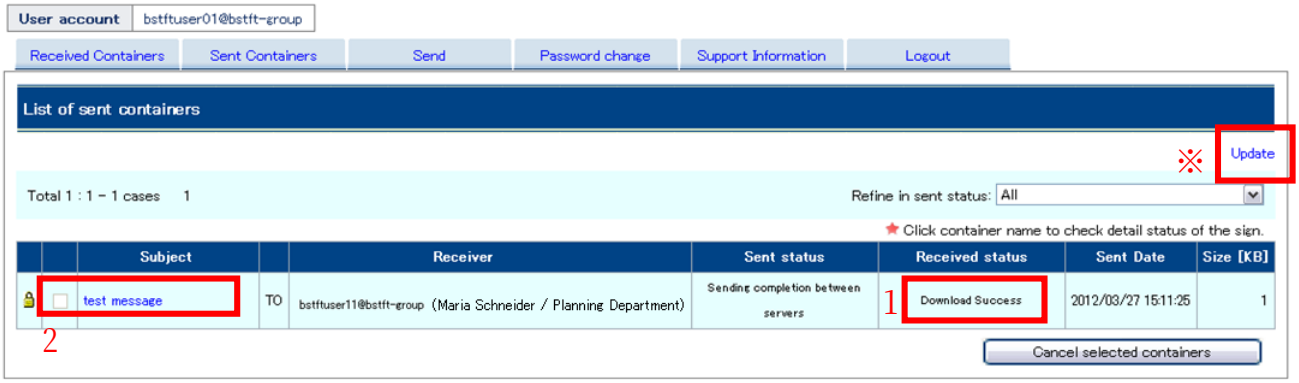
1. Confirm Received Status

Sender can confirm the received status by oneself.
Access BST-FT (For details, please refer to P1), and then click the **Sent Containers** tab.



Click the **Sent Containers** tab.

2. Select the sent container to refer



1.Once receiver downloads the files successfully, **Received status** will be changed to **Download Success**.
* For updating the received status, click **Update**.
2. If you want to refer to the received records in details, click the subject of sent container to be referred.

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5. Application Consideration

1. Application consideration

・If dual login is detected (Ex. When you re-login with the same user name and password on new browser window although you have already logged in, server regards it as dual login), the former login will be forced to log off.
・When 2 hours without no operation has passed since you logged in, you will be automatically logged off. (As session error occurs, you cannot operate.) Please re-login.
・Please do not click **Back** or **Forward** in your browser. It may cause session connection error.
・Dual operation by opening new browser window is not available. It may cause session connection error.
・The total number of file size you can send / receive at once is up to 2GB.
・For using BST-FT, it is mandatory to enable Pop up window, Downloads dialog box and Java Scripting in your browser setting. For details, please refer to P12-14.
・The storage term you can refer to received / sent containers (also download files) is 15 days from sent date. Once it is over, you can no longer refer to. (Neither download) This term is the same as the storage period of received / sent containers on server. Once it is over, it will be automatically deleted.
・When you access the site, you may get an warning message in some case. But please carry on.

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6. Environmental Conditions

1. Software Requirements

	Windows	MacOS
OS	Windows 7 Windows Vista SP2 Windows XP Professional SP3 Windows XP Home SP3 Windows 2000 Professional SP4 (*1)	MacOS X 10.4 MacOS X 10.5 MacOS X 10.6
Browser *2	Internet Explorer9.0 (+Vista, 7) Internet Explorer8.0 (+Windows7) Internet Explorer7.0 (+Vista, XP) Internet Explorer6.0 SP3 (+XP) Firefox3.5	Safari4.0.3
Other conditions	CPU : Pentium3 1GHz and over (+2000, XP) : Pentium4 and over (+vista, 7) Memory : 256MB and over (+2000, XP) : 1GB and over (+vista, 7)	CPU : PowerPC G4 1.42GHz and over (+10.4, 10.5) : Intel Core2Duo and over (+10.5, 10.6) Memory : 256MB and over

*1 Microsoft no longer supports Windows 2000. In case it is suspected that the problem is caused by OS, we may not support.
*2 Regarding Internet Explorer, we support the combination of browser and OS that is specified in “( )”. For other combinations, please inquire us.

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2. Browser Settings

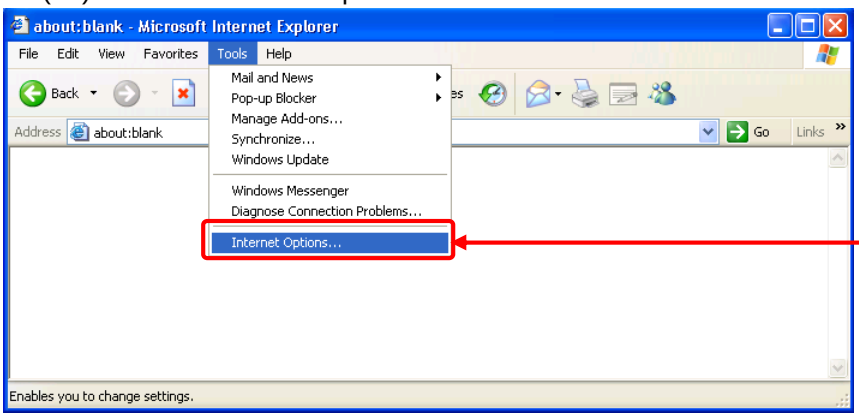
If you fail to login, please check the browser settings as below.

Attention

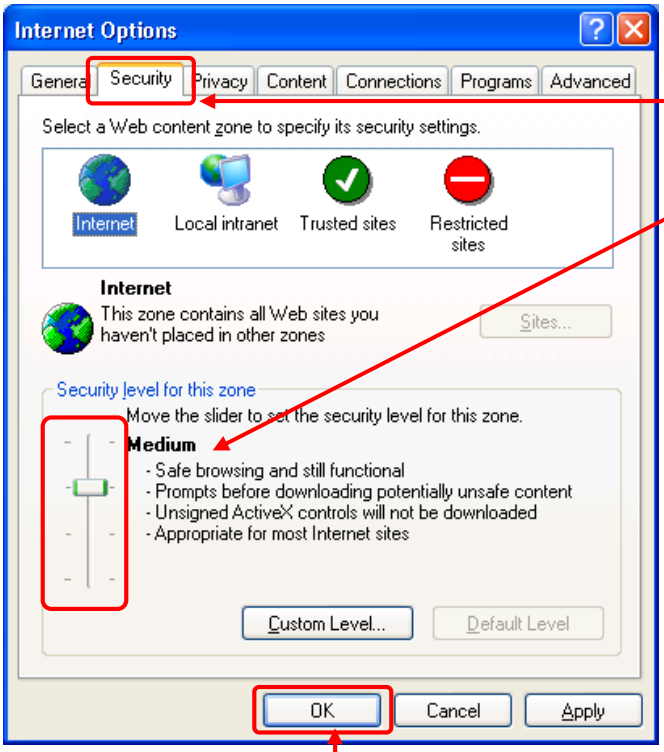
Please be sure to enable the settings below.
1. Java Scripting
2. Pop up window
3. Downloads dialog box (Internet Explorer 6.0 only)

2.1 Enable Java Scripting

(Ex) Windows Internet Explorer



1. On the **Tools** menu, click **Internet Options**.


Internet Options
General Security Privacy Content Connections Programs Advanced
Select a Web content zone to specify its security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Internet
This zone contains all Web sites you haven't placed in other zones
Sites...
Security level for this zone
Move the slider to set the security level for this zone.
Medium
- Safe browsing and still functional
- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded
- Appropriate for most Internet sites
Custom Level...
Default Level
OK
Cancel
Apply

2. Click the **Security** tab, and then click **Medium** zone.

3. Click **OK**.

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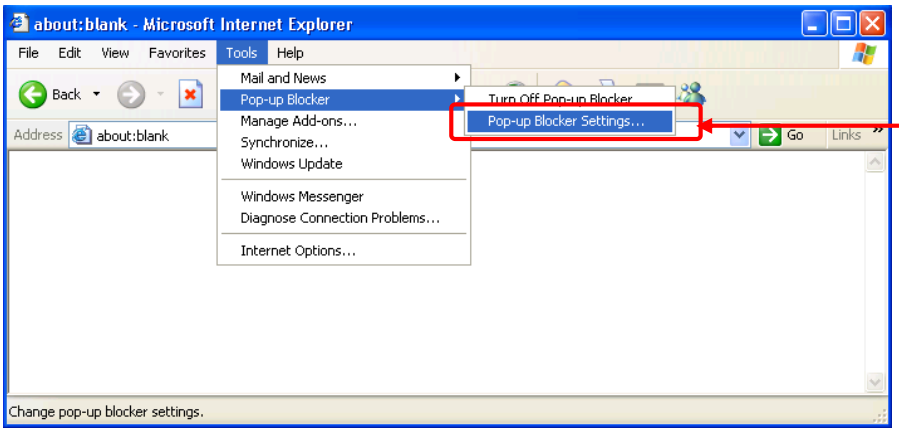
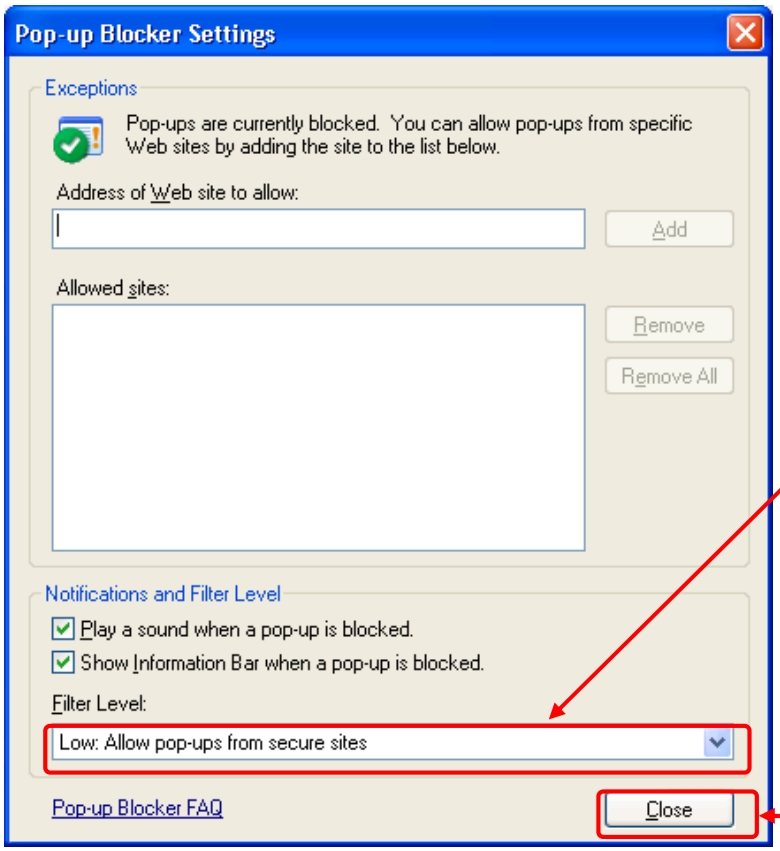
3.2 Allow pop up window

(Ex) Windows Internet Explorer



1. On the **Tools** menu, point to **Pop-up Blocker**, and then click **Pop-up Blocker Settings**.


Pop-up Blocker Settings
Exceptions
Pop-ups are currently blocked. You can allow pop-ups from specific Web sites by adding the site to the list below.
Address of Web site to allow:
Add
Allowed sites:
Remove
Remove All
Notifications and Filter Level
Play a sound when a pop-up is blocked.
Show Information Bar when a pop-up is blocked.
Filter Level:
Low: Allow pop-ups from secure sites
Pop-up Blocker FAQ
Close

2. In the **Filter Level** list, select **Low: Allow pop-ups from secure sites**
* When you select **Medium** and over, type the address of the Web site in the **Address of Web site to allow** box.

3. Click **Close**.

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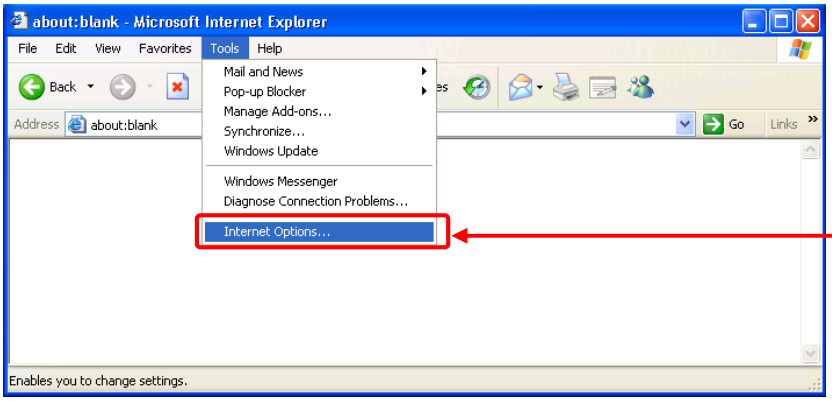
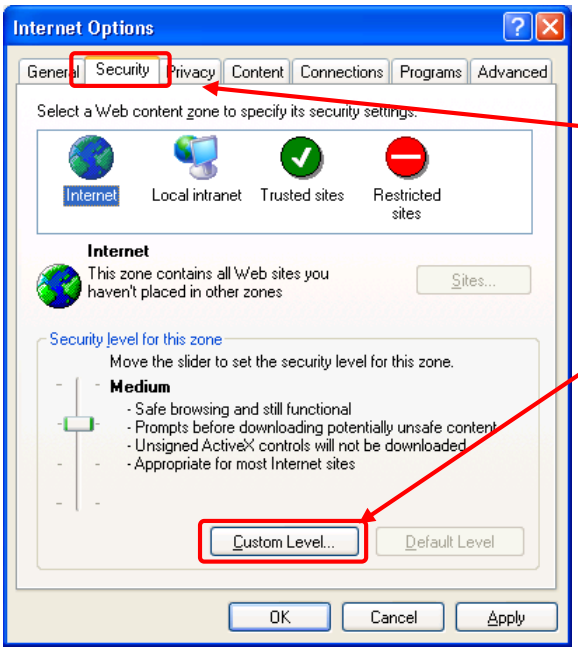
3.3 Enable downloads dialog box

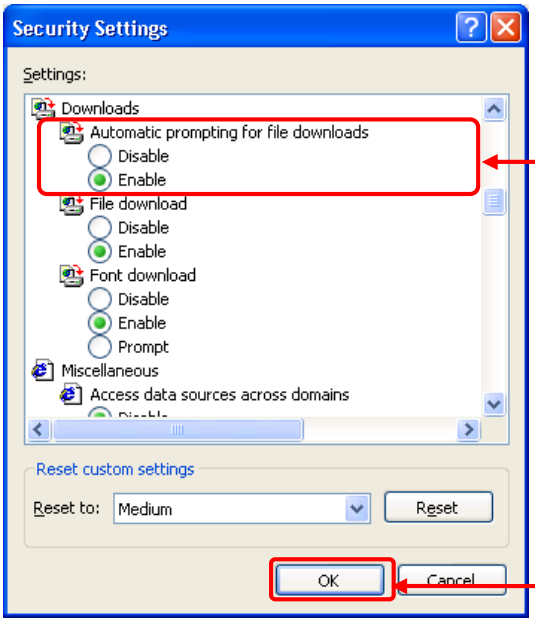
(例) Windows IEの場合



1. On the **Tools** menu, click **Internet Options**.


Internet Options
General Security Privacy Content Connections Programs Advanced
Select a Web content zone to specify its security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Internet
This zone contains all Web sites you haven't placed in other zones
Sites...
Security level for this zone
Move the slider to set the security level for this zone.
Medium
- Safe browsing and still functional
- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded
- Appropriate for most Internet sites
Custom Level...
Default Level
OK
Cancel
Apply

2. Click the **Security** tab, and then click **Custom Level**.



3. In the **Security Settings** – **Downloads** dialog box, click **Enable** for **Automatic prompting for file downloads**.

3. Click **OK**.

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BizStorage FileTransfer Large File Transfer Type
Web Browser Type Users Manual
(Hong Kong Server Model)

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